



OFFICIAL FILE COPY
UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

0630
BO P174.14K
BMWR
5 JUN 1992

BASE ORDER P1746.14K

DISTRIBUTION MADE

BY

From: Commanding General
To: Distribution List

0630 11 Jun 92 (TIME & DATE)

Subj: CONSTITUTION, BYLAWS, AND HOUSE RULES, SNCO CLUB, CAMP LEJEUNE

Ref: (a) MCO P1700.27

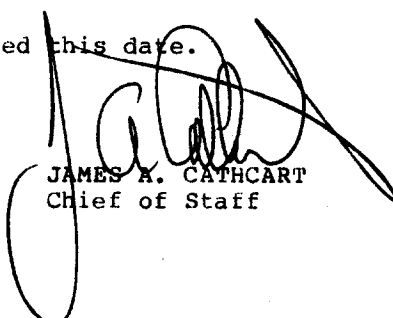
Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate the Constitution, Bylaws, and House Rules of the SNCO Club, Clubs Branch, Food and Hospitality Division, MWR Department, Marine Corps Base, Camp Lejeune, North Carolina for information, guidance and compliance, as applicable, and as directed by the reference.

2. Cancellation. BO P1746.14J.

3. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.

4. Certification. Reviewed and approved this date.


JAMES A. CATHCART
Chief of Staff

DISTRIBUTION: A plus MWR(200)

Copy to: CMC (Code MWH) (1)

RETURN TO CENTRAL FILES,
MOB WITHIN 48 HOURS

LOCATOR SHEET

Subj: CONSTITUTION, BYLAWS, AND HOUSE RULES, SNCO CLUB, CAMP LEJEUNE

Location:

(Indicate the location(s) of the copy(ies) of this Manual.)

ENCLOSURE (1)

CONSTITUTION, BYLAWS, AND HOUSE RULES, SNCO CLUB, CAMP LEJEUNE

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

CONSTITUTION, BYLAWS, AND HOUSE RULES, SNCO CLUB, CAMP LEJEUNE

CONTENTS

CHAPTER

- | | |
|---|--------------|
| 1 | CONSTITUTION |
| 2 | BYLAWS |
| 3 | HOUSE RULES |

CONSTITUTION, BYLAWS, AND HOUSE RULES, SNCO CLUB, CAMP LEJEUNE

CHAPTER 1

CONSTITUTION

	<u>PARAGRAPH</u>	<u>PAGE</u>
NAME.	1001	1-3
AUTHORIZATION	1002	1-3
MISSION	1003	1-3
GOVERNMENT INSTRUMENTALITY.	1004	1-3
ACTIVITIES.	1005	1-3
ORGANIZATION.	1006	1-3
CLUB MANAGEMENT	1007	1-3
MEMBERSHIP.	1008	1-4
MEMBERSHIP CATEGORY	1009	1-4
PATRONAGE ELIGIBILITY	1010	1-5
EXTENSION OF PRIVILEGES	1011	1-6
COURTESY CARD PRIVILEGES.	1012	1-6
GUESTS.	1013	1-6
DEPENDENTS.	1014	1-7
REVOCATION.	1015	1-7
USE OF CLUB FACILITIES AND SERVICES	1016	1-7
MEMBERSHIP ADMINISTRATION	1017	1-7
MEMBERSHIP DUES	1018	1-7
GROUP MEETINGS AND SOCIAL FUNCTIONS	1019	1-8
FINANCES.	1020	1-8
BUDGETS	1021	1-8
SERVICE CHARGES AND PRICE LISTS	1022	1-8
PUBLICATION OF DIRECTIVES	1023	1-8
AMENDMENTS.	1024	1-8

CONSTITUTION, BYLAWS, AND HOUSE RULES, SNCO CLUB, CAMP LEJEUNE

CHAPTER 2

BYLAWS

	<u>PARAGRAPH</u>	<u>PAGE</u>
ADVISORY GROUP.	2001	2-3
ASSESSMENTS	2002	2-4
MEMBERSHIP CARDS.	2003	2-5
RESIGNED MEMBERS.	2004	2-5
SUGGESTIONS	2005	2-5
AMENDMENTS TO BYLAWS.	2006	2-5

CONSTITUTION, BYLAWS, AND HOUSE RULES, SNCO CLUB, CAMP LEJEUNE

CHAPTER 1

CONSTITUTION

1001. NAME. This organization and the facilities operated thereby, to include SNCO Club Annexes located in outlying areas shall be known as the "SNCO Club, Marine Corps Base, Camp Lejeune, North Carolina."

1002. AUTHORIZATION. This activity is established under the authority of the Commandant of the Marine Corps extended to the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina, and shall be administered and operated in accordance with the provisions of MCO P1700.27 and such other directives as may be issued by proper authority.

1003. MISSION. The primary mission of the SNCO Club is to provide dining, social, and recreational activities for SNCO's of the Marine Corps on active duty and active members of equivalent grade in other branches of the Armed Forces.

1004. GOVERNMENT INSTRUMENTALITY. The SNCO Club, as an instrumentality of the United States Government, shares with the command the responsibility for fulfilling the duties entrusted to it and partakes (equally with other government agencies) of whatever immunities and/or privileges it may have under the Constitution and Federal Statutes. The SNCO Club will not be operated for the financial profit of any person or combination of persons. Profits and surplus funds will be limited to those necessary for payment of obligations, for the improvement of facilities, for the promotion of well-being, morale and contentment; and, for a sound financial condition.

1005. ACTIVITIES. The following activities and facilities will be operated by the SNCO Club, Marine Corps Base, Camp Lejeune, North Carolina:

SNCO CLUB

Main Dining Rooms
Bar Facilities
Catering/Party Facilities

1006. ORGANIZATION

1. Command Control. The SNCO Club, together with all its facilities and annexes, and other activities as deemed appropriate by the Commanding General, will be operated under the administrative control of, and in accordance with regulations and policies established through the Food and Hospitality Division, the Assistant Chief of Staff, Morale, Welfare and Recreation (AC/S, MWR) and the Commanding General, Marine Corps Base, subject to the regulations that may be issued from time to time by the Commandant of the Marine Corps or higher authority.

2. Management. The SNCO Club Manager at each activity is directly responsible to the Clubs Area Manager for the administration, internal control, and operation of the clubs.

3. Advisory Group. The Advisory Group shall serve in an advisory capacity to the Commanding General concerning the SNCO Club. Current precepts of the Advisory Group, as appointed, will be published in the form of the Bylaws.

1007. CLUB MANAGEMENT. Management personnel are defined as the Manager of the Club and such other military and civilian assistants designated as authorized representatives of the Manager within specifically delegated areas of authority. As represent-

atives of the Commanding General in the operation and administration of the Club, management personnel will accomplish the specific duties set forth in reference (a) and such other duties as directed by the Commanding General.

1008. MEMBERSHIP

1. Membership in the SNCO Club will be voluntary. However, Marine Corps customs, tradition, and courtesy encourage SNCO's to seek club membership and participate in Club functions essential to a SNCO's social and professional obligations. The Club is considered the focal point of social life for our SNCO Corps at Camp Lejeune.
2. SNCO's may apply for membership at any SNCO Club activity aboard Camp Lejeune or at the Morale, Welfare and Recreation (MWR) Comptroller's Office, Account Payments Section, Building 895.
3. Membership resignation will be submitted to the Commanding General, Marine Corps Base (AC/S, MWR) via the respective Command's Sergeant Major.
4. Commands should encourage membership through their own support and participation in club activities by presenting information on club activities and services to potential members and by sponsoring membership drives and social events.
5. Members being detached from Camp Lejeune on permanent change of station orders are required to report to the MWR Comptroller's Office, Building 895, prior to departure if they desire to terminate their membership. Members may elect to suspend the payment of dues when ordered to TAD in excess of 60 days.
6. Members are required to report changes of grade or address to the Comptroller's Office, Building 895.
7. When both husband and wife are eligible for membership, each is entitled to become a member of the Club, or one may yield to the other and assume dependent status.
8. SNCO's assigned to MCAS, New River, are required to join the SNCO Club if they desire to use the facilities.
9. When both husband and wife are service members and either is eligible for membership (i.e., one a Staff NCO and the other an officer or an NCO or below), the other may have dependent status. While the dependent is in the SNCO Club, attire will be civilian clothing.

1009. MEMBERSHIP CATEGORY. The membership will be composed of active, associate, and honorary members as specified in the following paragraphs:

1. Active Membership

a. Active membership will be extended to all active duty military SNCO's of the U. S. Armed Forces assigned to commands based at Camp Lejeune or in a permanent assigned liaison status operating aboard Camp Lejeune.

b. Active members may use all club facilities, participate in all club programs and serve as voting members of the Advisory Group.

2. Associate Membership. This membership is comprised of members who have all the privileges of active members, except the right to vote and to be on the Advisory Group. Associate membership is extended to the following:

a. Active duty personnel (SNCO equivalent) of the U. S. Armed Forces on temporary duty, in transit or unattached/unassigned to Camp Lejeune.

b. Adult dependents of SNCO's, if the sponsor is stationed elsewhere and is a member in good standing of a Marine Corps SNCO Club or its equivalent.

c. SNCO's (or equivalent/other services) who are on the retired list receiving pay.

d. SNCO's who are recipients of the Medal of Honor, honorably discharged veterans of the U. S. Armed Forces with 100% percent service connected disability, and their widows/widowers.

e. SNCO's (or equivalent) of the U. S. Reserve and National Guard.

f. Other equivalent uniformed personnel, including Coast Guard, National Oceanic and Atmospheric Administration, and U. S. Public Health Service on active duty or who are on the retired list receiving pay.

g. DOD and other Federal employees working at Camp Lejeune in the grade GS-5&6/NF-3 or equivalent.

h. Retired Federal Government service civilian personnel (civil, foreign service, etc.), but only if they were members of a club at the time of retirement. Such personnel may transfer their membership, upon retirement, to a club located in the area of their retirement residence. Spouses of deceased Federal Government civilian personnel (active or retired) may continue their membership by becoming associate members as long as their marital status remains unchanged.

i. Active duty SNCO military personnel of foreign nations when authorized exchange privileges in the United States or overseas.

3. Honorary Membership. This type membership extends the same privileges and services as does an associate membership. Honorary members will not be assessed dues. This membership may be extended to:

a. Unmarried widows and widowers of military SNCO's who died while on active duty or while retired from any of the Armed Forces.

b. Wives/husbands of military SNCO's of the Armed Forces being held as prisoners of war or who are missing in action.

c. Individuals who have distinguished themselves in direct association with the Marine Corps as determined by the Commanding General. These individuals may include members of Congress, local or State government officials, and civilian community leaders.

d. Persons eligible for active or associate membership will not be granted honorary membership.

1010. PATRONAGE ELIGIBILITY. (Other than by Membership)

1. Dependents of active, associate, and honorary members will be afforded the same patron privileges as their sponsors.

2. Reciprocal patron privileges will be extended to active, associate, and honorary members of other clubs outside the geographical area of Camp Lejeune.

3. Nonmembers are eligible to utilize the club facilities as bona fide guests of members, except individuals who are eligible for active or associate membership and have refused same. Individuals who are eligible for membership are not permitted use of club facilities and services as guests of other members unless approval has been obtained from the Commanding General, Marine Corps Base, in writing.

4. Bona fide house guests who are in the military service and not stationed/TAD at Camp Lejeune may be introduced into the Club by their host, providing the host is a member of the Club in good standing; however, the guest must be attired in civilian clothing unless the guest is a Staff NCO.

1011. EXTENSION OF PRIVILEGES

1. Privileges may be extended to unattached ladies/gentlemen for the purpose of creating an atmosphere where unmarried members of the club may meet and make acquaintances. Privileges in this case will be limited to the duration of the particular social event being sponsored, e.g., Friday evening dance. Sponsorship in this context should be defined as joint sponsorship, between the sponsoring group and the club. Application for sponsorship for such groups by interested parties will be made to the Manager.
2. Requests/nominations for extension of privileges will be submitted in writing to the Manager in accordance with the following:
 - a. Requests by civilians for extension of privileges will be submitted to the Manager via their military supervisor or other cognizant authority.
 - b. Nomination for extension of privileges may be submitted by regular members only, and will be addressed to the Manager.
3. Authority for final approval or disapproval on submitted requests/nominations is vested with the Commanding General.
4. The total number of civilians who may be granted extension of privileges is subject to the established policy of the Commanding General.

1012. COURTESY CARD PRIVILEGES

1. Courtesy card privileges may be extended to personnel normally entitled to membership or extension of privileges as prescribed in these regulations, whose length of stay at this Base is less than 30 days.
2. The Manager is authorized to issue courtesy cards in the name of the Commanding General, upon presentation of satisfactory evidence of eligibility. SNCO's who are on temporary additional duty at Camp Lejeune in excess of 30 days must present satisfactory evidence that they hold membership in a SNCO Club at their parent command. Otherwise, those SNCO's must become members of the SNCO Club at Camp Lejeune in order to avail themselves of club privileges.

1013. GUESTS

1. A guest is defined as a person whose presence is in response to a specific invitation for a specific occasion, who is a member of the host's party, and for whom the host will be held responsible.
2. Members will not invite military personnel of the Camp Lejeune area who are eligible but have not become members of the SNCO Club to attend club activities as guests.
3. Members who bring unauthorized guests into the Club will be requested to leave and will be subject to having their club privileges withdrawn indefinitely.
4. On special occasions, the Manager may limit the number of guests accompanying a member of the Club when attendance would severely reduce or limit opportunity for participation by other club members. In all instances where it is necessary to limit guest attendance, the Manager will prepare and distribute notice of such action.
5. Members and those granted reciprocal privileges shall be held responsible for the conduct and deportment of their guests and shall remain with their guests at all times.
6. Guests will not be permitted to remain in the Club, or any of its facilities, after the departure of the sponsoring member.

1014. DEPENDENTS. A dependent is a person who is financially supported by the member. The member is responsible for the dress, conduct, adherence to House Rules, rules on consumption of alcoholic beverages, any financial liabilities, and so forth, of their dependents as specified in the Bylaws of the Club. The following guidance is provided regarding the use of club facilities by dependents other than the member's spouse:

1. Parents introducing minors into the Club will be held fully responsible for their conduct and for the cost of any damages to any property within the Club.
2. Minors will not be allowed in the immediate vicinity of any bar dispensing alcoholic beverages.
3. Any dependent 21 years of age or older may be issued a dependent's card upon written application by the sponsoring Club member or spouse and upon signing the acknowledgment of responsibility clause. Such cards automatically become void when the sponsor's card is no longer valid.

1015. REVOCATION. Membership, extension of privileges or courtesy card privileges may be suspended or revoked for cause by the Advisory Group with the approval of the Commanding General.

1016. USE OF CLUB FACILITIES AND SERVICES

1. Since membership in the Club is voluntary and contingent upon the payment of dues, only members and their dependents will be permitted to use any facility or service provided by the Club, except as guests.
2. Individuals who are eligible for active membership and decline to join or subsequently resign, are not permitted use of any club facilities or services as guests of other members, unless approval has been obtained from the Commanding General, Marine Corps Base, in writing. This pertains equally to official and unofficial functions.
3. The Main Dining Room facility is considered an open mess during the noon meal. For all other meals it is available to members and escorted guests in civilian attire only.
4. The portion of the SNCO Club designated as the "Members Only Lounge" is restricted for use by card holding members/patrons only, except during specific special events, i.e., Bosses Night.

1017. MEMBERSHIP ADMINISTRATION. All members will be issued a club membership card with a date of expiration three years from the date of issuance. Cards may be checked periodically at the discretion of the Manager or by direction of the Commanding General.

1018. MEMBERSHIP DUES

1. Dues are established as \$6.00 per month, except honorary members, and may be paid monthly or annually in advance.
2. Payment in advance for an annual membership will entitle the member to one free month's dues (pay for 11, receive 12).
3. Prorated refunds of dues paid in advance will be made to members whose membership is current and is terminated.

1019. GROUP MEETINGS AND SOCIAL FUNCTIONS

1. Club facilities shall not be used for meetings of civic groups or other associations, unless the group is comprised predominantly (51%) of SNCO club members. Exceptions to this policy will be handled on a case-by-case basis by the AC/S, MWR.
2. Members are prohibited from using club facilities for fund raising or commercial business activities without prior written approval of the AC/S, MWR.

1020. FINANCES. The accounting system will be maintained in the manner prescribed by MCO PL700.27 and other directives issued by competent authority.

1021. BUDGETS

1. The Clubs Director and Area Manager, Food and Hospitality Division, MWR Department, will prepare the annual budget and the Advisory Group will review and make appropriate recommendations.
2. Area Manager will ensure the budget is consistent with the following objectives:
 - a. Provide the finest goods and services for the membership at the lowest price consistent with operational needs, ensuring sufficient resources to implement objectives.
 - b. Acquire and replace property, furniture, fixtures, and equipment as required from appropriated and nonappropriated fund monies.
 - c. Provide interesting and perceived value activity that will increase member participation and enjoyment.

1022. SERVICE CHARGES AND PRICE LISTS. The Manager will post current service charges and price lists in a conspicuous location.

1023. PUBLICATION OF DIRECTIVES. Copies of the Constitution, Bylaws, and House Rules, and all other pertinent orders and directives will be posted in an accessible area.

1024. AMENDMENTS. The Constitution of the SNCO Club may be amended by a two-thirds vote of a quorum of the Advisory Group membership at any authorized meeting, subject to the approval of the Commanding General. A quorum is defined as 50% or more of the total membership of the Advisory Group.

CONSTITUTION, BYLAWS, AND HOUSE RULES, SNCO CLUB, CAMP LEJEUNE

CHAPTER 2

BYLAWS

2001. ADVISORY GROUP

1. Composition. The SNCO Club Advisory Group will be composed of SNCO's from Command Element, II Marine Expeditionary Force; Marine Corps Base; 2d Marine Division; 2d Force Service Support Group; 2d Surveillance, Reconnaissance and Intelligence Group; 22d; 24th; and 26th Marine Expeditionary Units; and Marine Corps Air Station, New River, as follows:

a. Senior Member

Sergeant Major.....Appointed by Commanding General, MCB

b. Marine Corps Base

Nine members to include one each from Camp Johnson, Camp Geiger, Courthouse Bay, Rifle Range, Naval Hospital, and Naval Dental Center

c. II Marine Expeditionary Force

Two members

d. 2d Marine Division

Ten members

e. 2d Force Service Support Group

Ten members

f. 2d Surveillance, Reconnaissance, and Intelligence Group

Three members

g. 22d, 24th, and 26th Marine Expeditionary Units

One member each (when not deployed)

h. Marine Corps Air Station, New River

One member

i. Ex Officio (non voting)

Clubs Area Manager; Manager of Camp Lejeune SNCO Club; AC/S, MWR representative; SNCO Wives' Club representative; and Retired SNCO Community representative.

2. Organization. The Group may be organized into standing committees. The detail work of the Group will be conducted within these committees which consider all matters under their cognizance and make special recommendations to the Group. Other SNCO Club Members may be asked to serve, on an ad hoc basis. Example of types of committees are:

Finance
Membership

Entertainment
Special Events

Facilities
Disciplinary Issues
Any Others

3. Appointment

a. Senior Member of the Advisory Group will be appointed by the Commanding General, Marine Corps Base.

b. Commands appointing Advisory Group members should select SNCO's on the basis of their interest and motivation to represent their command membership in securing successful and satisfying club operations.

c. Commands are requested to appoint alternate members to attend meetings in the absence of the primary member.

4. Meetings

a. The Advisory Group shall meet monthly as voted by members at the preceding meeting. A special meeting will be conducted at any time called by the Senior Member.

b. Each member of the Advisory Group, excluding ex-officio members, shall have an equal vote on all matters presented at regular and/or special meetings. A majority vote will decide all issues, except changes to the Constitution, Bylaws, and House Rules which will require a vote as specified in paragraph 2006 of these bylaws. The Chairman will vote only in the case of a tie vote by membership present. Written minority reports may be attached to the minutes of the Advisory Group.

c. Appropriate subcommittees may be established from the membership and the Advisory Group in order to provide the Advisory Group, as a whole, with recommendations for final approval by the Commanding General. The Senior Member of the Advisory Group will appoint committee chairpersons from among the Advisory Group membership.

d. The Manager of the Club, or his designated representative, will be present at every meeting of the Advisory Group.

5. Duties of the Advisory Group. The Advisory Group shall carry out all the duties outlined in MCO Pl700.27. The Advisory Group shall:

a. Act only in an advisory capacity to the Commanding General and shall not be assigned any management or operational duties.

b. Seek suggestions from the members and make recommendations to the Food and Hospitality Division.

c. Maintain the Constitution and Bylaws as approved by the Commanding General.

d. Keep a record of proceedings of its meetings. The record will be signed by the Senior Member, or in his absence, by the next senior member present, and will be submitted to the Commanding General, via the AC/S, MWR, for approval. Each original record of proceedings will, after action of the Commanding General, be retained in the files of the Food and Hospitality Division. A copy of the record and the Commanding General's action will be furnished to each member of the Advisory Group. The first order of business at each meeting will be the reading of the record of the last meeting. Concurrence or minority statements on the record of the last meeting will be stated in the subsequent record.

2002. ASSESSMENTS

1. Members will be assessed monthly dues by the MWR Comptroller's Office, unless dues are paid in advance.

2. Dependents of members shall not be required to pay any additional assessments.

3. Holders of a courtesy card or honorary member's privilege card shall not be required to pay any assessment.

4. On about the 25th of each month, except the month of joining, each member will be mailed a bill for dues. Members will not be charged dues for the month in which they join, regardless of date joined. The balance will be due and payable no later than the 24th of the following month. In addition to the prompt payment of dues (by the 24th of each month), it is the responsibility of each member to notify the MWR Account Payments Section upon receipt of TAD/PCS orders. If a member becomes delinquent in payment of dues, the following three-step collection plan will be followed:

a. Step 1. If payment is not received by the 24th of the following month, the MWR Comptroller will send a letter to the individual by the 7th of the next month requesting account settlement within ten days of receipt.

b. Step 2. If, after 10 days, the account is still outstanding, the MWR Comptroller will send a letter to the member's command Sergeant Major requesting assistance for reconciliation of the account within ten days.

c. Step 3. If, after 60 days, the account is still unresolved, the account will be closed and appropriate action will be taken to collect through pay checkage. A copy of pay checkage documents will be forwarded to the member's commanding officer.

5. If a member has a specific question concerning his monthly statement, the member should contact the Account Payments Section at the MWR Comptroller's Office, Building 895, Marine Corps Base, Camp Lejeune, North Carolina.

2003. MEMBERSHIP CARDS

1. In order to protect the interest of the membership, patrons of the Club will carry a current membership card and display it when requested to do so by club management personnel.

2. Membership cards will show an expiration date.

3. The club manager and MWR Comptroller's office will maintain a list with each member's name, grade, and membership card number. The list will be updated monthly.

2004. RESIGNED MEMBERS. SNCO's who have resigned from the Club will have all club facility privileges revoked. Membership cards must be returned to the MWR Comptroller upon resignation.

2005. SUGGESTIONS. Suggestions and recommendations for increasing the efficiency of service or internal management of the Club are encouraged and should be made in writing to the Manager. Those suggestions and recommendations, the implementation of which would require a change in approved policy, shall be referred by the Manager, with his recommendations, to the Advisory Group or Clubs Area Manager for consideration.

2006. AMENDMENTS TO BYLAWS. The Bylaws of the SNCO Club may be amended by a two-thirds vote of a quorum of the Advisory Group membership at any authorized meeting of the Advisory Group, subject to the approval of the Commanding General. A quorum is defined as 50% or more of the total membership of the Advisory Group.

CONSTITUTION, BYLAWS, AND HOUSE RULES, SNCO CLUB, CAMP LEJEUNE

CHAPTER 3

HOUSE RULES

	<u>PARAGRAPH</u>	<u>PAGE</u>
REGULATIONS	3001	3-3
OPERATIONS.	3002	3-3
DRESS REGULATIONS	3003	3-3
STANDARDS OF CONDUCT.	3004	3-3
SPECIAL FUNCTIONS	3005	3-3
PETS.	3006	3-4
NOTICES	3007	3-4
COMMENTS, RECOMMENDATIONS, AND COMPLAINTS	3008	3-4
CHECK CASHING PRIVILEGES.	3009	3-4
ALCOHOLIC BEVERAGES	3010	3-4

CONSTITUTION, BYLAWS, AND HOUSE RULES, SNCO CLUB, CAMP LEJEUNE

CHAPTER 3

HOUSE RULES

3001. REGULATIONS. Regulations promulgated by these House Rules are applicable to all facilities and/or activities operated by the SNCO Club. Additional rules peculiar to a facility and/or activity may be promulgated subject to the approval of the Commanding General.

3002. OPERATIONS

1. Hours. All authorized social functions, either official or private, utilizing the Club or any annex thereof, will conform to hours of operation as published by management and as may be stipulated in agreements for the conduct of such functions. The term "authorized private social function" shall be interpreted to mean those private functions which have been authorized in writing by the Manager or his designated representative.

2. Schedule of Activities. "Operating hours are published monthly in the club bulletin which is distributed to all members. However, management may extend or shorten published operating hours when patronage, or lack thereof, so warrants, with due and timely notice.

3003. DRESS REGULATIONS

1. Unless otherwise directed, the uniform of the day, as prescribed in BO 1020.8_, may be worn in the SNCO Club at any time.

2. Civilian dress within the SNCO Club facilities shall be as directed in current Base regulations. Specific dress may be prescribed for special occasions.

3004. STANDARDS OF CONDUCT

1. The cooperation of all patrons is required in upholding the standards rightfully expected in a SNCO Club.

2. Improper conduct on the part of patrons, their families, or guests, or failure on their part to observe the provisions of the Constitution or House Rules, shall be reported in writing by the Manager, via the Area Manager, to the Commanding General for appropriate action.

3. Members observing improper conduct or violations of the Constitution or these House Rules will make the circumstances known to club management personnel and, when necessary, initiate immediate corrective action.

4. No person, except the Manager or the Manager's supervisory representatives, will, under any circumstances, take upon themselves the prerogative of disciplining or censuring any employees or persons attached to or serving in the Clubs.

5. The purchase of excess drinks (stacking) at any bar in anticipation of bar closing time is prohibited. Only the beverage dispensed over the bar may be consumed in a facility, except when special permission is granted for patrons attending special events to supply their own beverages.

6. The introduction of food into any facility of the Clubs by individuals or organized groups will not be permitted, as amplified in MCO P1700.27.

3005. SPECIAL FUNCTIONS

1. Arrangements for special parties, receptions, dinner parties, etc., to be given by a patron or patrons, should be made as far in advance as possible or at least one week prior to the date of the function, if possible. Cancellations or modifications

of plans for scheduled special functions will not normally be accepted during the 24-hour period immediately preceding the special function. Individual patrons or groups of patrons who cancel or modify plans for a previously scheduled special are required to reimburse the Club, at the club cost, for any expense incurred by reason of preparation made for the function so cancelled or modified.

2. No special functions or private parties may be held in the Club unless a contract, as specified in MCO P1700.27, has been signed by both the sponsor and a club representative. In addition, the contract will stipulate the services desired and all charges to be incurred.

3. Special event schedules will be promulgated separately and conspicuously posted as appropriate.

3006. PETS. Pets are not permitted in Club facilities.

3007. NOTICES. No notices shall be posted in the Club buildings except by the Manager or a designated representative.

3008. COMMENTS, RECOMMENDATIONS AND COMPLAINTS

1. Comments and/or recommendations designed toward improving any of the facilities operated by the Club and/or service performed by employees of the Club are desired and should be submitted in writing and placed in the suggestion box to be reviewed by management.

2. Complaints, with regard to unsatisfactory operation of a facility and/or unsatisfactory service, or dereliction on the part of the employees, should immediately be brought to the attention of the Manager or authorized representative. Oral reports so made will be confirmed in writing within 24 hours. The Manager will advise the Clubs Area Manager immediately, and advise the Advisory Group of such reports at the scheduled meeting, or the Senior Member of the Advisory Group as soon as possible, if considered appropriate.

3009. CHECK CASHING PRIVILEGES. Checks may be cashed by members of the Club as follows:

1. Personal checks for cash-maximum of \$150.00 per day, provided funds are available.

2. Government checks, certified checks, traveler checks, and checks of reliable business firms, may be cashed at the discretion of the Manager.

3. Personal checks may be accepted for merchandise and the check may be written for the exact amount of the sale plus \$25.00.

4. Duty Managers are permitted to authorize the cashing of a check or money order in excess of \$150.00 when emergency conditions exist.

5. Guests will not be permitted check cashing privileges.

6. Checks returned as nonnegotiable will be processed in accordance with BO 1610.2_.

7. Personal employee checks will never be cashed by the employing activity for any reason.

3010. ALCOHOLIC BEVERAGES

1. The sale of alcoholic beverages by the drink is authorized in all annexes of the Club and will be governed by the provisions of Base Orders and other instructions promulgated by higher authority.

2. Management shall ensure that the conditions/provisions governing the sale and use of alcoholic beverages are adhered to.